

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1   6
2. AMENDMENT/MODIFICATION NO. <b>PR-HQ-08-10150/0001</b>	3. EFFECTIVE DATE <b>01/08/08</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR-HQ-08-10150</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460</b>		7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  <b>To All Offerors/Bidders.</b>		(✓)	9A. AMENDMENT OF SOLICITATION NO.  <b>PR-HQ-08-10150</b>
		✓	9B. DATED (SEE ITEM 11) <b>12/21/07</b>
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)****13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this amendment is to provide responses to the technical questions that were due by COB January 3, 2008. Please reference the following attachment for questions and responses. This amendment makes change to items in sections: B, H, J, L, and M. Also, there is an additional period for submission of technical questions. The deadline is COB, Monday, January 14, 2008. The deadline for submission of offers has not been extended in this amendment and remains 3:00pm EST on Tuesday, January 29, 2008.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>CHRISTOPHER A. NOLTE</b>	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

## AMENDMENTS TO THE SOLICITATION

1. The Section B clause entitled "LEVEL OF EFFORT--COST REIMBURSEMENT TERM CONTRACT (EPAAR 1552.211-73) (APR 1984) DEVIATION" has been modified. The text is as follows:

(f) The level of effort distribution shall remain unchanged through each year of performance under this contract and shall be as follows for each professional level. LOE levels are for evaluation purposes only.

	<u>Base Hours</u>	<u>Optional Hours</u>
P-Level 4	12,000	6,000
P-Level 3	18,000	9,000
P-Level 2	15,000	7,500
P-Level 1	15,000	7,500
Clerical	800	400
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Total	60,800	30,400

2. The Section B clause entitled "OTHER DIRECT COSTS (EP 52.231-110) (APR 1984)" has been added. The text is as follows:

For the categories listed, direct costs in excess of the following are not allowable as a charge to this contract without the prior written approval of the Contracting Officer:

## Other Direct Costs

<del>Base Year 1</del>	<del>\$75,000</del>	<del>Base Year 2</del>	<del>\$77,500</del>		
<del>Option Year 1</del>	<del>\$80,000</del>	<del>Option Year 2</del>	<del>\$82,500</del>	<del>Option Year 3</del>	<del>\$85,000</del>
<del>Award Term 1</del>	<del>\$43,750</del>	<del>Award Term 2</del>	<del>\$43,750</del>		
<del>Award Term 3</del>	<del>\$45,000</del>	<del>Award Term 1</del>	<del>\$45,000</del>		
Base Year 1	\$100,000	Base Year 2	\$105,000		
Option Year 1	\$107,500	Option Year 2	\$110,000	Option Year 3	\$112,500
Award Term 1	\$ 57,500	Award Term 2	\$ 57,500		
Award Term 3	\$ 60,000	Award Term 1	\$ 60,000		

3. The Section H clause entitled "OPTION TO EXTEND THE TERM OF THE CONTRACT--COST-TYPE CONTRACT (EPAAR 1552.217-71) (APR 1984) DEVIATION" has been modified. The text is as follows:

(a) The "Period of Performance" clause will be amended to cover a base period from April 14, 2008 to April 13, 2010 and option periods from April 14, 2010 to April 13, 2011, April 14, 2011 to April 13, 2012, and April 14, 2012 to April 13, 2013. The Award-Term Incentive periods of six (6) months each may cover the periods from April 14, 2013 to October 13, 2013, October 14, 2013 to April 13, 2014, April 14, 2014 to October 13, 2014, and October 14, 2014 to

April 13, 2015

4. The Section L clause entitled "INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS (EPAAR 1552.215-72) (AUG 1999) ALTERNATE II (AUG 1999)" has been modified. The text is as follows:

(a) Technical proposal instructions.

- (1) Submit proposal for than cost factors as a separate part of the total proposal package. Omit all cost or pricing details from this proposal.
- (2) Special proposal instructions:

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

B. Proposal Format

This proposal shall be prepared on standard-size 8½" x 11" 100% recycled paper, single-spaced, with foldouts as required. **Two-sided printing is required**, except on the foldouts. Each Offeror shall utilize Times New Roman 12-point type. ~~Type size shall not be smaller than 12 characters per inch.~~ Reduction may be used only for tables and figures, but visibility must be maintained by using font no smaller than 10 characters per inch. If foldout pages are used, they shall not exceed 11" x 17". Each foldout shall count as two (2) pages toward the page count of the appropriate volume. Margins shall not be less than one-inch at top, bottom, and sides, excluding page number. Warning: In the event an Offeror exceeds the specified page limit for the Technical Proposal volume, the Government will remove the excess pages from the back of the volume, and they will not be evaluated. No cost information shall be submitted in any other volume other than the Cost Volume. No technical information may be submitted in any other volume other than the Technical Volume.

C. Proposal Content

Each Offeror shall submit a proposal in response to this solicitation subject to the following requirements and limitation:

<u>VOLUME</u>	<u>TITLE</u>	<u>PAGE LIMIT</u>	<u>ORIGINAL</u>	<u>COPIES</u>	<u>TOTAL</u>
I	Technical Proposal	<b>80</b> <del>double-sided</del>	1	5	6
II	Cost	No Limit	1	2	3

5. The Section L clause entitled "PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75) (OCT 2000)" has been modified. The text is as follows:

(a) Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors for subcontracts expected to exceed \$ 2.0 million. The information may be submitted prior to

other parts of the proposal in order to assist the Government in reducing the evaluation period.

(b) Offerors shall submit a list of ~~all or at least~~ no more than three (3) contracts and subcontracts completed in the last three (3) years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

6. The Section L clause entitled "TECHNICAL QUESTIONS (EP 52.215-110) (APR 1984)" has been modified. The text is as follows:

Offerors must submit all technical questions concerning this solicitation in writing to the contract specialist. EPA must receive the questions no later than ~~seven (7) calendar days after the date of this solicitation~~ COB, Monday, January 14, 2008. EPA will answer questions which may affect offers in an amendment to the solicitation. EPA will not reference the source of the questions.

7. The Section M clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)" has been modified. The text is as follows:

5. CORPORATE EXPERIENCE

The corporate experience of the offeror and all proposed subcontractors will be evaluated using two sub-criteria: Corporate Technical Experience; and Corporate Management Experience.

5a. CORPORATE TECHNICAL EXPERIENCE

Corporate technical experience will be evaluated on the ~~amount and appropriateness~~ demonstrated fulfillment of technical experience on contracts of similar size, contract type, and technical scope to that specified in the SOW.

5b. CORPORATE MANAGEMENT EXPERIENCE

Corporate management experience will be evaluated on the amount and appropriateness of management experience on contracts of similar size, contract type, and technical scope to that specified in the SOW.

8. The attachment entitled "DEFINITION OF LABOR CLASSIFICATIONS" has been added and listed in Section J. The text is as follows:

**DEFINITION OF LABOR CLASSIFICATIONS**

Offeror shall use the following labor classifications in preparing their technical and cost proposals.

**1. Level P-4**

TITLE(S) BUT NOT LIMITED TO: Program Manager\*, Senior Scientist, Senior Chemist, Senior Policy Analyst, Senior Program Analyst, Senior Engineer, Senior Chemical Engineer or Senior Environmental Manager, Senior Communication Specialist

DUTIES: Plans, conducts, and supervises projects of major significance, necessitating knowledge and the ability to originate and apply new and unique methods and procedures. Provides technical advice and counsel to other professionals. Generally operates with wide latitude for un-reviewed action. Excellent oral and written communications skills are also required.

EXPERIENCE/QUALIFICATIONS and SUBSTITUTIONS: PhD or equivalent. A Master Degree plus any combination of additional years experience and/or graduate level study in the proposed field of expertise totaling five (5) years is an acceptable substitute for a doctorate degree. A Level P-4 professional shall have a minimum of ten (10) years of professional experience in areas directly related to this statement-of-work (SOW).

\* Program Manager is responsible for all activities of the contract. The position requires experience in managing complex contracts including subcontractors and consultants.

**2. Level P-3**

TITLE(S) BUT NOT LIMITED TO: Project Leader, Team Leader, Sr. Policy Analyst, Toxicologist, Senior Scientist, Chemical Engineer, Chemist, Biologist, Information Management Analyst, Economist, Sr. Communications Specialist /Outreach Coordinator, Environmental Scientist, Sr. Data Analyst

DUTIES: Works under the general supervision of the Program Manager. The Level P-3 professional plans, manages and supervises assignments normally involving smaller or less complex projects. Estimates manpower needs and schedules work to meet completion dates. Directs, provides assistance, reviews progress, evaluates results, and makes changes in methods, design, or equipment where necessary. Operates with latitude for un-reviewed action or decision making. Excellent oral and written communications skills are also required.

EXPERIENCE/QUALIFICATIONS and SUBSTITUTIONS: In addition, the following qualifications are considered minimal for a Level P-3 professional assigned to this contract: Minimum of a Bachelors Degree plus any combination of additional years experience and/or graduate level study totaling four (4) years is an acceptable substitute. A Level P-3 professional shall have a minimum of six (6) years of professional experience in areas directly related to this SOW.

**3. Level P-2**

TITLE(S) BUT NOT LIMITED TO: Program Analyst, Project Analyst, Engineer, Systems Analyst, Scientist, Chemist, Chemical Engineer, Biologist, Toxicologist, Economist, Information Management Specialist, Communication

Specialist/Outreach Coordinator, Environmental Scientist, Computer Specialist/Data Analyst

DUTIES: Works under the supervision of a project leader, carries out assignments associated with project. Translates technical guidance received from supervisor into usable data applicable to the particular assignment, coordinates the activities of junior staff or technicians. Functions and assignments are varied and require some originality and ingenuity. Excellent oral and written communications skills are also required.

EXPERIENCE/QUALIFICATIONS and SUBSTITUTIONS: In addition, the following qualifications are considered minimal for a Level 2 professional assigned to this contract. Requires a Bachelors Degree. Any combination of additional years of experience in the proposed field of expertise plus college level study totaling four (4) years will be an acceptable substitute for a Bachelor's degree. Any specialized education, such as an internship, research in any of the major areas specified in the Statement of Work, and/or journal articles, etc., could substitute for actual work. A level 2 professional shall have a minimum of three (3) years of professional experience in areas directly related to this SOW.

#### **4. Level P-1**

TITLE(S) BUT NOT LIMITED TO: Program Analyst, Policy Analyst, Engineer, Scientist, Systems Analyst, Engineer, Chemist, Information Management, Computer Specialist/Data Analyst

DUTIES: Works under close supervision of Sr. Manager or Project Leader. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required.

EXPERIENCE/QUALIFICATIONS and SUBSTITUTIONS: In addition, the following qualifications are considered minimal for a Level 1 professional assigned to this contract. Bachelors Degree or equivalent. Any combination of additional years of experience in the proposed field of expertise plus college level study totaling four (4) years will be an acceptable substitute for a Bachelor's degree. Any specialized education, such as an internship, research in any of the major areas specified in the Statement of Work, and/or journal articles, etc., could substitute for actual work experience. The Level 1 professional shall have a minimum of one (1) year of professional experience.

#### **SUBSTITUTIONS FOR ALL P-LEVELS**

B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two years will be an acceptable substitute for a Masters Degree.

B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling four or a Masters Degree plus two years of either additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. Degree.

Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-to-one basis.

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